



Engage

WHAT IS THIS GUIDE?

How to register your event on MC Engage

Getting Started...

Before you register your event, have the following information ready:

- **All of the basic details of your event:**
 - Name of your event
 - A basic description of what the event will include. This should include anything about the theme of the event and overall plan for the event.
 - Date and time for the event
 - Contact name and email for the event (this may be the president, advisor, etc.)
 - Preference for location for on-campus events; Definite location for off-campus events
 - A photo that represents your event. This will be the cover photo for your event on MC Engage.
 - Name of your chaperone (off-campus event only- required for student orgs)

Registering your event...

- **Step 1: Go to engage.mc.edu**

MC Engage

Organizations Events Forms Resources

Engage

Coming Up

Move-In Day
08/15/2023 - 8:00 AM

Vision
08/28/2023 - 6:30 PM

Welcome to MC Engage!

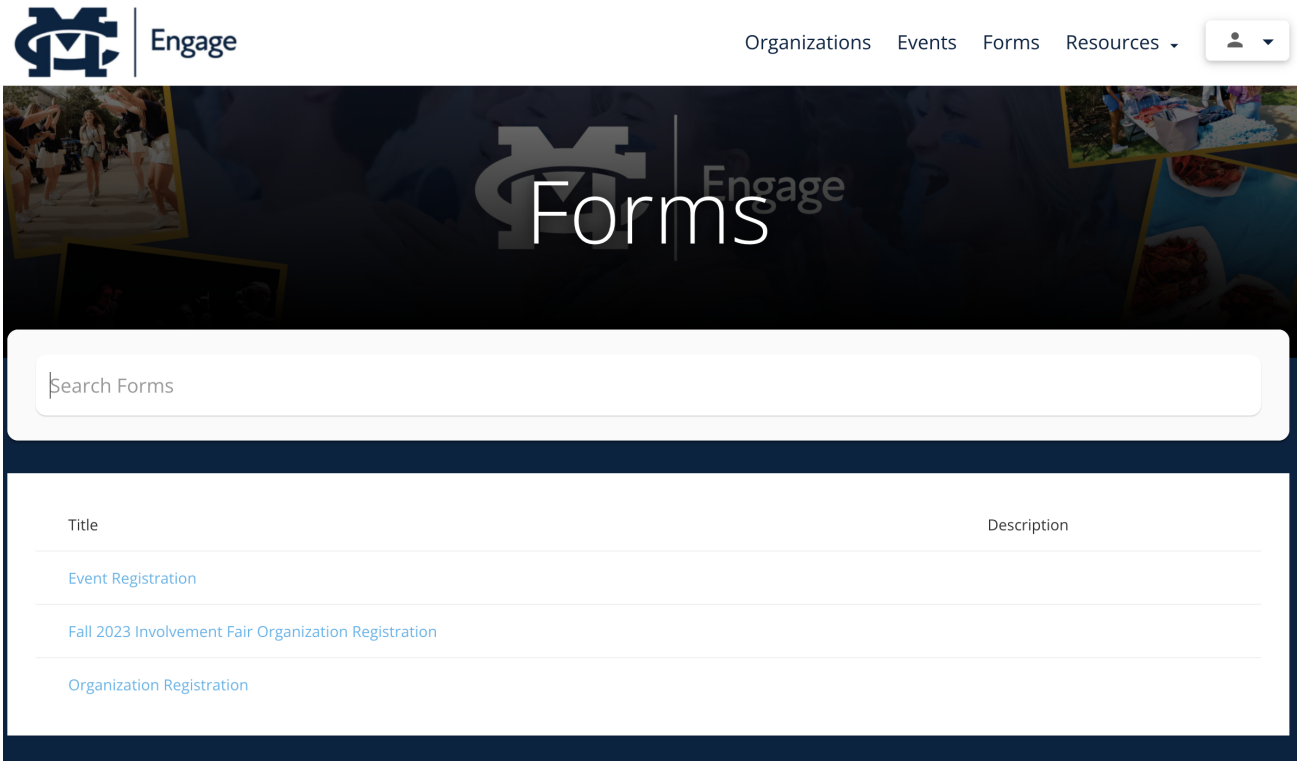
MC Engage is your place to connect with student organizations and campus departments that offer student services, events and resources that can help you take full advantage of the student experience at Mississippi College!

If you're wondering how to get involved, or where to start, check out the Office of Student Engagement's How Do I Get Involved? page! Once you've decided how to get involved, check out the events and opportunities here on MC Engage.

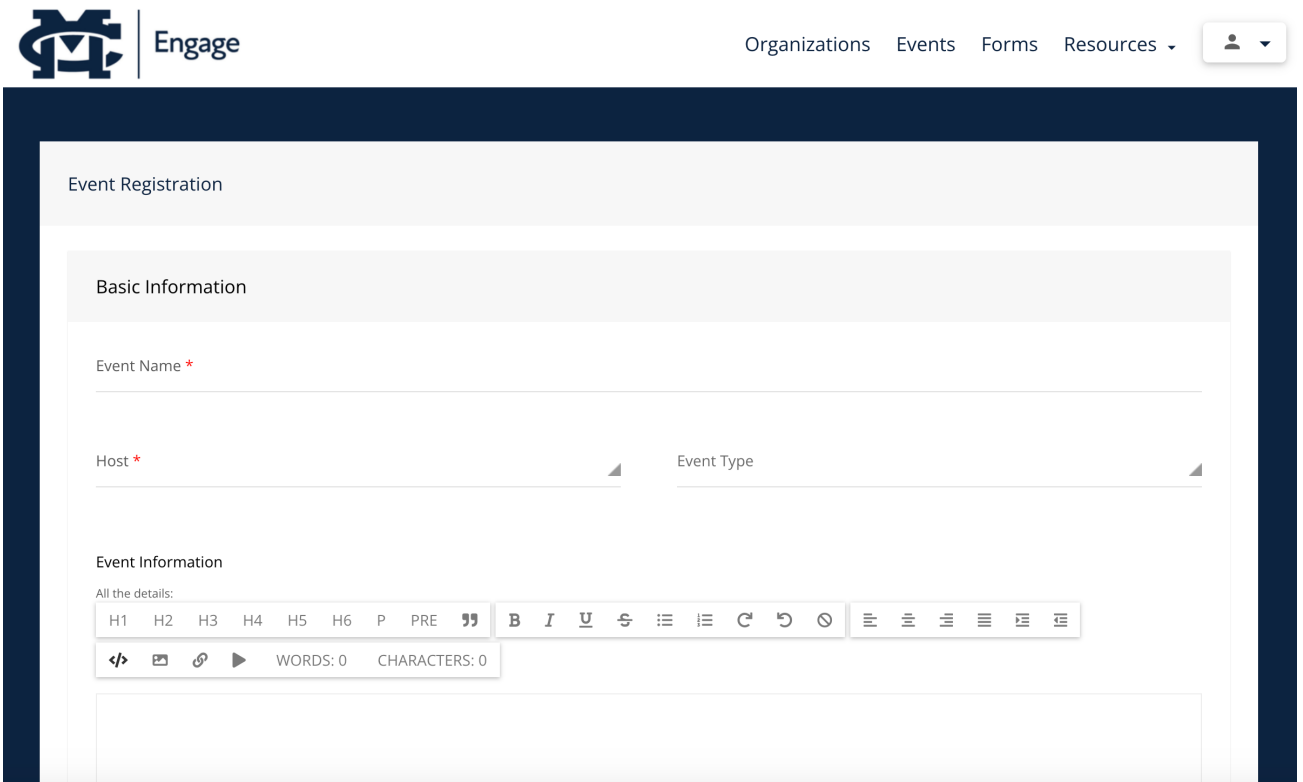
Keep up to date with everything in MC Student Engagement by following our Instagram name!

- **Step 2: Go to "Forms" at the top of the page**

- Click on "Forms" on the top menu
- Click on "Event Registration" from the list of forms



- Use your MC credentials to login if you are prompted
- **Step 3: Once you've logged in, you'll arrive at the Event Registration form. Fill out this form in its entirety**



- It's very important you choose the proper "Event Type"

- Student Organization Event: this is for student organizations other than clubs and tribes (i.e. Multicultural Student Association- MSA)
 - Club & Tribe Event: this is for clubs and tribes (i.e. Kokoa)
 - Departmental Event: this is for events sponsored by an MC office or department (i.e. Career Development)
 - If your event is ONLY for organization members (you don't want it displayed for all students on MC Engage)- make sure to check "Hidden from Non-Members"
 - Don't forget to choose tags for your event if you'd like students to attend (i.e. "free food")
- **Step 4: Submit your event for approval**
 - Click the green "Submit for Approval" button at the top of the page when you've filled out the entire form



- **Step 5: Await Approval**
 - Approvals will be made by the appropriate staff member in the Office of Student Engagement
 - Once your event is approved, you'll receive a separate email with instructions on how to reserve your space on campus

Do you have questions?...

- If you have questions, contact the Office of Student Engagement at 601.925.7711 or email Jonathan Nutt, Assistant Dean of Students, at nutt@mc.edu.